

**MINUTES OF FUNTINGTON PARISH COUNCIL MEETING
02 March 2022**

PRESENT: Sheena King (SK)Chair
Kate Du Port (KDP)
Jean Simmonds (JS)

Richard Littler (RL)
Pat Young (PY)
Bob Mousley (BM)

County Councillor Julian Joy (WSCC)

MEMBERS OF THE PUBLIC: Two

AGENDA ITEM	NOTES/COMMENTS	ACTION	RESPONSIBILITY
1. Apologies	David Ash (DA) David Palmer (CDC) DP - absent but no apologies received	<ul style="list-style-type: none"> None 	N/A
2. Declaration of Interest	None declared	<ul style="list-style-type: none"> None 	N/A
3. Minutes of 05 January 2022 meeting	Minutes – Proposed, Seconded and AGREED	<ul style="list-style-type: none"> Post on website 	Clerk
4. Action Grid	<p>West Ashling Playground</p> <ul style="list-style-type: none"> Awaiting third quote for playground equipment <p>Communications Strategy</p> <ul style="list-style-type: none"> Following the circulation of the document to the communication committee the comments received were discussed. Discussion on the relevance of the current Business Plan (BP); on completion of the Communications Strategy, it must be decided whether BP is now obsolete. <p>Annual Parish Assembly Speaker</p>	<ul style="list-style-type: none"> None Add to April Agenda 	<p>N/A</p> <p>Clerk</p>

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	<ul style="list-style-type: none"> The Clerk reported on the difficulties encountered when booking a speaker. BM suggested the environmental Manager from Broadley Copse to talk about Climate Change Awareness. 	<ul style="list-style-type: none"> Contact 	BM/Clerk
5. Public Questions	None	<ul style="list-style-type: none"> None 	N/A
6. Receive Reports			
Julian Joy (WSCC)	<p>Flooding</p> <ul style="list-style-type: none"> The Senior Highway Steward – Western Area (Chichester) had raised some questions regarding the origin of the water causing flooding on Church Lane, Funtington. <p>Budget</p> <ul style="list-style-type: none"> The budget for West Sussex was approved on 01 March 2022: <ul style="list-style-type: none"> Increase in Council tax. Considerable increase funds to Highways for ongoing pothole repairs in the County. Increase funds for social care and child services. £10 million assigned for sustainability aspects. Any projects wishing to receive funds from the next budget (2023) must start preparations now. <p>Rural Speed Limits</p> <ul style="list-style-type: none"> There has been further dialogue about rural speed limits especially with regard to traffic in rural lanes. The more the problem is reported, the more attention that particular road will receive. All issues to be reported to: Love Clean Streets https://lovecleanstreets.com/reports in order to start the process of creating 20mph zones. 	<ul style="list-style-type: none"> Forward questions to resident who has reported the issue 	Clerk
7. WA Playground			
a. Trees	<ul style="list-style-type: none"> SK reported that the removal of the two Leylandii trees in the West Ashling playground had been completed. The open space is a great improvement. However it highlighted the need to replace the old and no longer fit for purpose chain link fence. 	<ul style="list-style-type: none"> Investigate replacements 	Clerk/SK

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	<ul style="list-style-type: none"> A question was asked regarding the ‘dirty’ playground equipment. The Clerk reported that she is currently in the process of communicating with Countrywide (CW) regarding the maintenance of the playground and would discuss the cleaning of equipment which would have to be an addition to the contract. 	<ul style="list-style-type: none"> Discuss with CW 	Clerk
8. Pony Paddock	<ul style="list-style-type: none"> Following the suspected encroachment of the pony paddock by adjacent properties an application to Land Registry (LR) had been made to update the boundary of the pony paddock based on drawings submitted by a surveyor. Unfortunately the application had been returned by LR stating that ‘the plan accompanying the application is insufficient for use in determining a boundary’. The Clerk had therefore contacted the surveyors who replied that they had only been asked to submit a straightforward survey which they subsequently overlaid and charged accordingly. The amount of research required to answer the questions raised by LR would usually be dealt with by a solicitor and would cost considerably more. BM stated that in order to register the land a simple red line drawing is all that would be needed. Clerk to refer to hard copy file to determine exact status of registration of the land and to contact Surveyors for advice on simple topographical drawing for submission to LR. 	<ul style="list-style-type: none"> Further investigation 	Clerk
9. Defibrillator Case	<ul style="list-style-type: none"> The defibrillator at the Horse and Groom has been moved from the porch of the pub to the garage wall. The defibrillator now requires a case suitable for an external environment. A new case if purchased by the PC would cost £495 and would need to be connected to mains electricity. A discussion was held covering: <ul style="list-style-type: none"> Should the defibrillator remain in that position? Is there a need for a defibrillator accessible 24 hours a day in such a rural location? It was proposed, seconded and agreed to keep the Defibrillator in its external location and acquire a suitable cabinet 	<ul style="list-style-type: none"> Research mains connection / acquire a cabinet 	Clerk

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10. Defibrillator Training	<ul style="list-style-type: none"> • The Clerk stated that she had received a good response. 18 people were interested in the training. • With the course offering training for a maximum of 20 people it was agreed to book one course with the option of further courses if necessary. • Course to be held in the Church Room, St Mary’s, Funtington. 	<ul style="list-style-type: none"> • Book course / inform attendees 	Clerk
11. Co-option Policy	<ul style="list-style-type: none"> • SK stated that following some confusion at the last co-option she had drafted a co-option policy which had been previously circulated for comment. • It was Agreed that the policy would be Approved. 	<ul style="list-style-type: none"> • Publish on website 	Clerk/SK
12. Noticeboard Installation	<ul style="list-style-type: none"> • Second quote received from Living Space (associated with BM) - £550 + VAT • Original Quote PSM £765 + VAT • It was agreed to award the contract to Living Space. 	<ul style="list-style-type: none"> • Order Noticeboard 	Clerk
13. Village Welcome Gates	<ul style="list-style-type: none"> • Following previous discussions it was asked whether a full feasibility study could now be carried out to investigate the possibility of ‘Village Gates’ in Funtington, West Ashling and West Stoke to assist in traffic calming. • Topics to be discussed further: <ul style="list-style-type: none"> ○ Exact locations of gates for each of the 3 villages. ○ The use of recycled plastic. ○ Bespoke versus mass produced. BM offered to be involved in the design process if bespoke gates were chosen. • It was agreed that this topic would be investigated further. • JJ also stated that if any 20mph zones were achieved the gates could be incorporated into further traffic calming. 	<ul style="list-style-type: none"> • Carry out further research 	KDP/Clerk
14. Newsletter	<ul style="list-style-type: none"> • Discussion on potential topics and need for a newsletter. • It was agreed that a newsletter would be produced to include topics on: <ul style="list-style-type: none"> ○ Playground trees ○ Queen’s Jubilee ○ Ongoing damage to bollards ○ Traffic ○ New noticeboards 	<ul style="list-style-type: none"> • Draft newsletter 	SK

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<p>15. Queen’s Jubilee</p>	<ul style="list-style-type: none"> • SK stated that there was a £250 Chichester District Council (CDC) grant for lasting commemorations and confirmed requirements to qualify. • SK suggested a small tree for the West Ashling playground and the Clerk pointed out that separate funding and a plaque are available via the Queen’s Green Canopy (QGC) initiative. • As part of the playground regeneration it was suggested that the CDC grant be put towards a new gate into the playground to accompany the proposed new fence. • This was agreed. 	<ul style="list-style-type: none"> • Investigate QGC • Complete grant application 	<p>Clerk</p> <p>SK/Clerk</p>
<p>16. Fingerposts</p>	<ul style="list-style-type: none"> • There was discussion on the quote received from Ralph Restorations which had been previously circulated to Councillors – <i>Note: Ralph restorations are a specialist company and the only company able to carry out works. Therefore there would only be one quote for these works.</i> <p>West Stoke Fingerpost (on triangle at entrance to Kingley Vale)</p> <ul style="list-style-type: none"> • Apart from the broken arm, being rather dirty and a little rusty Fingerpost looks quite presentable and will look much better once cleaned. • Probably not worth a full restoration at this point and just needs broken arm replacing. <ul style="list-style-type: none"> ○ Option 1 <ul style="list-style-type: none"> - New oak arm + 42 acrylic letters = £340:00 (inc clean and treatment of rust) - Correct the lean of the post and re-concrete = £20 - 40 <p style="text-align: right;"><u>TOTAL £360 - 380</u></p> ○ Option 2 <ul style="list-style-type: none"> - Plastic arm (Tim has one he can re-use) but it needs some work - Has some slight 'faults' but these were not very noticeable. <p style="text-align: right;"><u>TOTAL £250</u></p> • It was agreed to proceed with Option 1. <p>West Ashling Fingerpost (by the Millpond)</p> <p><u>Possible way forward</u></p> <ul style="list-style-type: none"> ○ Replace rotten tube with new galvanised tube ○ Supply and fit new arm bracket 	<ul style="list-style-type: none"> • Award Ralph Restorations contract 	<p>SK</p>

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	<ul style="list-style-type: none"> ○ Repaint damaged paintwork and refit existing arms £750 - 1100 ○ New finial (if we choose to have one) £400 <p style="text-align: right;"><u>TOTAL £1150 - 1500</u></p> <ul style="list-style-type: none"> ● It was agreed to proceed with this quote. 		
17. Planning	<p>Applications/Decisions - CDC and SDNP</p> <ul style="list-style-type: none"> ● Planning meeting to be held on Monday 07 March 2022 by Zoom; points of note to be discussed at meeting: <ul style="list-style-type: none"> ○ Planning applications for new telegraph poles – JS has now received a map from CDC detailing the positions of the proposed poles. ● JS reported permission had been granted for the Glebe to which the FPC planning committee had previously objected. ● The photovoltaic panels on the Church roof have been granted permission. 	<ul style="list-style-type: none"> ● Publicise minutes when complete 	Clerk
18. Neighbourhood Plan (NP)	<ul style="list-style-type: none"> ● BM reported on the meeting held with Oneill Homer (ONH) 23rd February 2022 and thanked the Clerk for the meeting notes (available on the website). He briefly summarised stating that he felt the meeting had been extremely positive and helpful. ● He said that the next step would be a meeting between the Steering Group (SG) and ONH to be held on Tuesday 15th March 2022. ● He is also keen to work with other interested businesses / organisations including the primary school who had already shown an interest in involvement in the NP process. 	<ul style="list-style-type: none"> ● Report on March SG meeting 	BM
19. Finance			
a. Consider and Approve Monthly Cashbook	Cash book presented - already circulated to FPC members.	<ul style="list-style-type: none"> ● Make Payments 	Clerk

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	<p style="text-align: center;">FUNTINGTON PARISH COUNCIL Financial Statement as at 28 February 2022</p> <p>Statement Balances as at 28 February 2021</p> <table border="1"> <tr> <td>Current Account</td> <td>£30,866.72</td> </tr> <tr> <td>Saver Account</td> <td>£56,697.33</td> </tr> <tr> <td>Total</td> <td>£87,564.05</td> </tr> </table> <p>Income Already Received</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Details</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>04-Jan-22</td> <td>Carter</td> <td>Current</td> <td>£60.00</td> </tr> <tr> <td>03-Feb-22</td> <td>Carter</td> <td>Current</td> <td>£60.00</td> </tr> <tr> <td>18-Feb-22</td> <td>Groundwork UK R/C - NP</td> <td>Current</td> <td>£3,870.00</td> </tr> <tr> <td colspan="3">Total Income</td> <td>£3,990.00</td> </tr> </tbody> </table> <p>Payments Already Made</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Feb-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td>£637.50</td> <td></td> <td>£637.50</td> </tr> <tr> <td>01-Feb-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax</td> <td>£43.40</td> <td></td> <td>£43.40</td> </tr> <tr> <td>01-Feb-22</td> <td>V Williams REIM</td> <td>Online</td> <td>WEL Medical Pads</td> <td>£39.95</td> <td>£7.99</td> <td>£47.94</td> </tr> <tr> <td>01-Feb-22</td> <td>Funtington PCC</td> <td>Online</td> <td>Room Hire</td> <td>£20.00</td> <td></td> <td>£20.00</td> </tr> <tr> <td colspan="6">Totals</td> <td>£748.84</td> </tr> </tbody> </table> <p>Payments Due 1 March 2022</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Method</th> <th>Details</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>01-Mar-22</td> <td>Clerk V Williams</td> <td>Online</td> <td>Clerk Salary</td> <td>£624.70</td> <td>£0.00</td> <td>£624.70</td> </tr> <tr> <td>01-Mar-22</td> <td>HMRC V Williams</td> <td>Online</td> <td>Clerk Tax</td> <td>£43.60</td> <td>£0.00</td> <td>£43.60</td> </tr> <tr> <td>01-Mar-22</td> <td>V Williams REIM</td> <td>Online</td> <td>WEL Medical Pads</td> <td>£39.95</td> <td>£7.99</td> <td>£47.94</td> </tr> <tr> <td>01-Mar-22</td> <td>O'Neill Homer</td> <td>Online</td> <td>NP Inception Invoice</td> <td>£1,100.00</td> <td>£220.00</td> <td>£1,320.00</td> </tr> <tr> <td>01-Mar-22</td> <td>Elmcroft Tree Services</td> <td>Online</td> <td>WA Tree Felling</td> <td>£4,025.00</td> <td>£805.00</td> <td>£4,830.00</td> </tr> <tr> <td>01-Mar-22</td> <td>Elmcroft Tree Services</td> <td>Online</td> <td>WA Stump Grinding</td> <td>£1,870.00</td> <td>£374.00</td> <td>£2,244.00</td> </tr> <tr> <td>01-Mar-22</td> <td>V Williams REIM</td> <td>Online</td> <td>Stationary</td> <td>£3.94</td> <td>£0.00</td> <td>£3.94</td> </tr> <tr> <td>01-Mar-22</td> <td>SLCC</td> <td>Online</td> <td>Membership Sub</td> <td>£115.00</td> <td>£0.00</td> <td>£115.00</td> </tr> <tr> <td colspan="6">Total Payments to be made</td> <td>£9,229.18</td> </tr> </tbody> </table> <p>Balances After Payments</p> <table border="1"> <tr> <td>Current Account</td> <td>£ 21,637.54</td> </tr> <tr> <td>Saver Account</td> <td>£ 56,697.33</td> </tr> <tr> <td>SDNPA CIL Grant allocated to Funtington & District Village Hall</td> <td>-£ 23,794.08</td> </tr> <tr> <td>Travellers Planning Applications provision</td> <td>-£ 15,000.00</td> </tr> <tr> <td>Total</td> <td>£ 39,540.79</td> </tr> </table> <p>Uncashed Cheques £250</p> <p>Approved</p>	Current Account	£30,866.72	Saver Account	£56,697.33	Total	£87,564.05	Date	Details	Account	Amount	04-Jan-22	Carter	Current	£60.00	03-Feb-22	Carter	Current	£60.00	18-Feb-22	Groundwork UK R/C - NP	Current	£3,870.00	Total Income			£3,990.00	Date	Payee	Method	Details	Net	VAT	Gross	01-Feb-22	Clerk V Williams	Online	Clerk Salary	£637.50		£637.50	01-Feb-22	HMRC V Williams	Online	Clerk Tax	£43.40		£43.40	01-Feb-22	V Williams REIM	Online	WEL Medical Pads	£39.95	£7.99	£47.94	01-Feb-22	Funtington PCC	Online	Room Hire	£20.00		£20.00	Totals						£748.84	Date	Payee	Method	Details	Net	VAT	Gross	01-Mar-22	Clerk V Williams	Online	Clerk Salary	£624.70	£0.00	£624.70	01-Mar-22	HMRC V Williams	Online	Clerk Tax	£43.60	£0.00	£43.60	01-Mar-22	V Williams REIM	Online	WEL Medical Pads	£39.95	£7.99	£47.94	01-Mar-22	O'Neill Homer	Online	NP Inception Invoice	£1,100.00	£220.00	£1,320.00	01-Mar-22	Elmcroft Tree Services	Online	WA Tree Felling	£4,025.00	£805.00	£4,830.00	01-Mar-22	Elmcroft Tree Services	Online	WA Stump Grinding	£1,870.00	£374.00	£2,244.00	01-Mar-22	V Williams REIM	Online	Stationary	£3.94	£0.00	£3.94	01-Mar-22	SLCC	Online	Membership Sub	£115.00	£0.00	£115.00	Total Payments to be made						£9,229.18	Current Account	£ 21,637.54	Saver Account	£ 56,697.33	SDNPA CIL Grant allocated to Funtington & District Village Hall	-£ 23,794.08	Travellers Planning Applications provision	-£ 15,000.00	Total	£ 39,540.79		
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<p>20. Parish Notices</p>	<ul style="list-style-type: none"> The Clerk noted the ‘thank you’ letters received in response to the 2021-22 donations from: <ul style="list-style-type: none"> Samaritans West Ashling and Funtington District Village Hall Victim Support Good Neighbours. 	<ul style="list-style-type: none"> None 	<p>N/A</p>																																																																																																																																																				

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	<ul style="list-style-type: none"> The Clerk reported that she had received a call from a resident who had recovered the broken road sign from Cheeseman Lane and had directed her to contact Highways. 		
21. Date of next meeting	<ul style="list-style-type: none"> Wednesday 06 April 2022 time 6pm at West Stoke Village Hall, Downs Rd, West Stoke, Chichester PO18 9BG (Following APA) 	<ul style="list-style-type: none"> Post agenda on website and noticeboards 	Clerk
Meeting Closed	Meeting closed at 19.31	None	N/A

Signed..... Chairman

All reports are available in full on the website: <https://www.funtingtonpc.org>